

Upcoming Holiday Payroll Processing Schedules
Remainder of 2009

NOVEMBER

- **Veteran's Day Holiday on November 11th – Regular On-Cycle Payroll Processing**
for PPE 11/6/09 - confirming on regular schedule Monday 11/16/09.

Short Payroll Entry Week			S	M	T	W	T	F	S	
			8	9	10	11	12	13	14	
			15	16	17	18	19	20 <small>NOV</small>	21	
Monday, November 09, 2009	5:00 pm	Submit all Rehire, etc. forms to payroll@mt.gov DPHHS ISERV file due								
Tuesday, November 10, 2009	5:00 pm	All time must be entered and approved DPHHS Kronos & MDT files due								
Wednesday, November 11, 2009	Veteran's Day									
Thursday, November 12, 2009	5:00 pm	All payable time & expenses approved – expenses will be loaded in nightly batch								
Friday, November 13, 2009	noon	Payroll Friday – Payroll Verifications & last-minute changes due								
Monday, November 16, 2009	noon	Payroll Monday - Confirming Payroll (<i>View only in SABHRS HR</i>)								

- Thanksgiving Holiday on November 26th – **Regular On-Cycle Payroll Processing** for PPE 11/20/09 - confirming on regular schedule Monday 11/30/09.

Short Payroll Entry Week			S	M	T	W	T	F	S	
			22	23	24	25	26	27	28	
			29	30						
Monday, November 23, 2009	5:00 pm	Submit all Rehire, etc. forms to payroll@mt.gov DPHHS ISERV file due								
Tuesday, November 24, 2009	5:00 pm	All time must be entered and approved DPHHS Kronos & MDT files due								
Wednesday, November 25, 2009	5:00 pm	All payable time & expenses approved – expenses will be loaded in nightly batch								
Thursday, November 26, 2009	Thanksgiving Day									
Friday, November 27, 2009	noon	Payroll Friday – Payroll Verifications & last-minute changes due								
Monday, November 30, 2009	noon	Payroll Monday - Confirming Payroll (<i>View only in SABHRS HR</i>)								

DECEMBER

- Christmas/New Year's Holidays & Calendar Year End Preparation – **Regular On-Cycle Payroll Processing** for PPE 12/18/09 - confirming on regular schedule Monday 12/28/09.
 - **Taxable Travel/Expenses:** *PPE 12/18/2009 is last pay period of the year. Make sure all taxable travel/expenses for 2009 are submitted on PPE 12/18/2009 or prior. Otherwise, they must be submitted to HRIS on the Taxable travel/expense forms & keyed centrally on CYE off-cycles.*
 - **Early Off-Cycle Request Deadline.** Off-Cycle requests must be submitted to payroll@mt.gov by **12/30/09 @ noon** or sooner (if possible) for 12/31/2009 Off-cycle.

Short Payroll Entry Week		<div>S M T W T F S</div> <div>20 21 22 23 24 25 26</div> <div>27 28 29 30 31</div>
	Monday, December 21, 2009	5:00 pm Submit all Rehire, etc. forms to payroll@mt.gov DPHHS ISERV file due
	Tuesday, December 22, 2009	5:00 pm All time must be entered and approved – <i>this includes any 2009 taxable travel adjustments not yet entered in SABHRS HR</i> DPHHS Kronos & MDT files due
Wednesday, December 23, 2009	noon	All payable time & expenses approved – expenses will be loaded in nightly batch
Thursday, December 24, 2009	noon	Payroll Friday – Payroll Verifications & last-minute changes due
Friday, December 25, 2009	Christmas Day	
Monday, December 28, 2009	noon	Payroll Monday - Confirming Payroll (<i>View only in SABHRS HR</i>)
Tuesday, December 29, 2009		
Wednesday, December 30, 2009	noon	Off-cycle requests due to payroll@mt.gov
Thursday, December 31, 2009		Last off-cycle of 2009
Friday, January 01, 2010	New Year's Day	